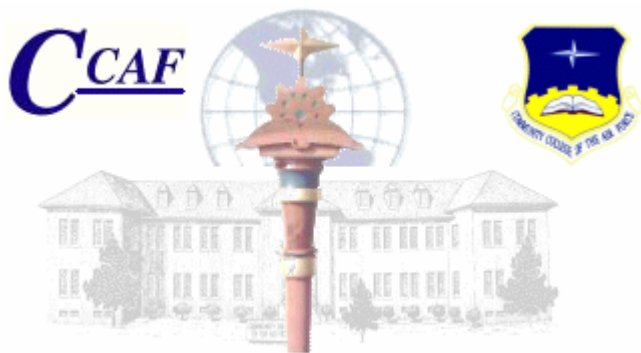


- The OIC program is managed and administered by the CCAF Licensure and Certification Programs Branch (CCAF/DFAL).
- For more information, refer to the CCAF Campus Affiliations Policies, Procedures and Guidelines (PPG) or contact CCAF/DFAL by E-mail at [ccaf.dfal@maxwell.af.mil](mailto:ccaf.dfal@maxwell.af.mil) or DSN 493-5938.
- Visit our website: <http://www.maxwell.af.mil/au/ccaf/faa/oic.htm>



*Community College of the Air Force*



*Occupational Instructor Certification*

Information Provided by:

Licensure and Certification Programs Branch  
CCAF/DFAL  
Community College of the Air Force  
130 West Maxwell Blvd  
Maxwell AFB, AL 36112-6613

*March 2006*

➤ The Community College of the Air Force offers the Occupational Instructor Certification (OIC) for qualified instructors teaching at CCAF affiliated schools.

➤ The purpose of the certification is to recognize the outstanding instructor training provided to prepare them to teach CCAF courses.

➤ The certification also formally acknowledges the instructor's exceptional teaching qualifications and experience.

➤ Qualified officer, enlisted, civilian and other service instructors are eligible for this certification.

➤ To be eligible for the OIC, CCAF instructors must meet all program requirements. The instructor must:

- ✦ Be *currently* teaching a CCAF course(s) at an affiliated school at the time of nomination;
- ✦ Be assigned to a CCAF course(s) in the CCAF Instructor Database (CCAFID);
- ✦ Be subject-matter qualified in the CCAF course(s) assigned to teach;
- ✦ Have at least 2 years teaching experience as a CCAF instructor from the Date Assigned Instructor Duty (DAID);
- ✦ Have at least 2,000 hours of documented practical experience teaching a CCAF course(s);
- ✦ Hold an associate's or higher degree from an accredited institution;
- ✦ Have completed a 12 semester hour CCAF Teaching Internship;
- ✦ Have completed 3 semester hours of CCAF-approved Instructor Methodology coursework, and
- ✦ Be recommended for certification by the school commander, commandant or Professional Military Education (PME) flight chief

➤ The 2,000 hours of practical teaching experience is cumulative. Instructors who leave instructor duty, and did not accumulate 2,000 hours of teaching experience, may apply their previously documented teaching experience towards future instructor duty at a CCAF affiliated school.

➤ Affiliated School Liaisons may mail, scan and E-mail or fax OIC nomination packages to:

OIC Program Manager  
CCAF/DFAL  
130 W. Maxwell Blvd  
Maxwell AFB, AL 36112-6613  
E-mail: [ccaf.dfal@maxwell.af.mil](mailto:ccaf.dfal@maxwell.af.mil)  
Fax: DSN 493-3721

➤ Once awarded, the certification is recorded to the instructor's CCAF academic record and is reflected on the official CCAF transcript. A certificate is also issued to the instructor.

### **Troops to Teachers Program**

➤ Have you ever considered becoming an elementary, middle, or high school teacher?

➤ Are you considering retirement or separation from the Air Force?

➤ Have you heard of the Troops-To-Teachers Program?

➤ The Troops-to-Teachers Program provides referral assistance and placement services to military personnel interested in beginning a second career in public education as a teacher.

➤ To learn more about this excellent opportunity, visit the DANTES Troops-To-Teachers website at:  
[http://www.dantes.doded.mil/dantes\\_web/troopstoteachers/index.htm](http://www.dantes.doded.mil/dantes_web/troopstoteachers/index.htm)